

STUDENT LEAVING FORM

Please Complete in Full

Legal name of student: _____ Known as: _____

Date of birth: _____ Age: _____ Year level: _____

Last day of attendance: _____

_____ is leaving Elim Christian College with my knowledge and permission.

Signed: (Parent/Caregiver) _____ Date: _____

Forwarding Address: _____

Telephone: (Home) _____ (Work) _____

(Mobile) _____

IMPORTANT LEGAL INFORMATION FOR SCHOOL RECORDS (must be completed)

Tick the appropriate box and complete all the details

Reason for leaving: _____

☐ Name of new school: _____

☐ Further education: Tertiary or other training course

Name of institution: _____

Name of course: _____

☐ Employment:

Name of firm/employer: _____

Type of work: _____

☐ Other: _____

For Office Use:

- ☐ Mark book up to date (AR, AH)
- ☐ Print off School reports (AH)
- ☐ Timetable Printout Y 9 – 13 (AH)
- ☐ TIC Itinerant Music (PG)
- ☐ School Links (KO)
- ☐ Fees Outstanding (JR)
- ☐ IT Technician (AM)
- ☐ KAMAR/Enrol (KO)
- ☐ Medical Room (LA, SR)
- ☐ Locker Key (AH)
- ☐ Library (CG, PD – see opp)
- ☐ Leavers Letter (JR)

Text / Library Books: All Returned: Yes / No

(number to be returned)

☐

Titles of outstanding books:

Total years & months of secondary schooling: _____

Total years attendance at Elim Christian College: _____

Highest qualifications: _____

